

CITY OF SAINT PAUL EEO / AA POLICY STATEMENT

This statement is to affirm the City of Saint Paul's policy on providing Equal Opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity Affirmative Action laws, directives and regulations of Federal, State and Local governing bodies or agencies thereof, specifically including Section 183.04 of the Saint Paul Legislative Code (Human Rights Ordinance) and the Rules Governing Affirmative Requirements in Employment.

The City of Saint Paul will not discriminate against nor harass any employee or applicant for employment because of race, creed, religion, gender, sexual or affectional orientation, color, national origin, ancestry, familial status, age, disability, or marital status with regard to public assistance.

The City of Saint Paul will take affirmative action to ensure that all employment practices are free of such discriminations. Such employment practices include but are not limited to the following: hiring, promotion, demotion, transfer, recruitment, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

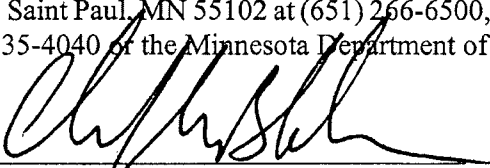
The City of Saint Paul will take affirmative action to contract with small businesses and businesses owned and controlled by women, minorities and persons with disabilities.

The City of Saint Paul fully supports incorporation of non-discrimination and Affirmative Action rules and regulations into contracts.

The City of Saint Paul will commit the necessary time and resources, both financial and human, to achieve the goals of Equal Employment and Affirmative Action.

The City of Saint Paul will evaluate the performance of its management and supervisory personnel on the basis of their involvement in achieving these Affirmative Action objectives as well as other established criteria. Any employee of the City who does not comply with the Equal Employment Opportunity Policies and Procedures set forth in this Statement and plan will be subject to disciplinary action. Any subcontractor not complying with all applicable Equal Employment Opportunity / Affirmative Action laws, directives and regulations of the Federal, State and Local governing bodies or agencies thereof, specifically including Section 183.04 of the Saint Paul Legislative Code and the Rules Governing Affirmative Requirements in Employment will be subject to appropriate legal sanctions.

Mayor Christopher B. Coleman has appointed Angela Nalezny, Human Resources Director, to manage the Equal Employment Opportunity Program. Her responsibilities will include monitoring all Equal Employment Opportunity activities and reporting the effectiveness of the Affirmative Action Program, as required by Federal, State and Local agencies. She will be given the necessary top management support and staffing to fulfill her job duties. The Mayor of the City of Saint Paul will receive and review reports on the progress of the program. If any employee or applicant for employment believes he/she has been discriminated against, they may contact Angela Nalezny, Human Resources Director, 400 City Hall Annex, Saint Paul, MN 55102 at (651) 266-6500, or the Equal Employment Opportunity Commission at (612) 335-4040 or the Minnesota Department of Human Rights at (651) 296-5663.



(Signature of Mayor)

2/21/06
(Date)

Workplace Conduct Policy and Procedures

A Policy Against Discrimination, Violence and Offensive Behavior in the Workplace

It is the policy of the City of Saint Paul to maintain a respectful work and public service environment. The City of Saint Paul will maintain a work and public service environment free from discrimination, violence, harassment, and offensive behavior. The City of Saint Paul will not tolerate such behavior by or toward any employee or officer. Any employee or officer of the City of Saint Paul who engages in such behavior is subject to consequences.

Discriminatory behavior includes inappropriate remarks about or conduct related to an employee's race, color, creed, religion, national origin, disability, sex, marital status, age, sexual orientation, or status with regard to public assistance. Violent behavior includes the use of physical force, harassment, intimidation, or abuse of power or authority when the impact is used to control by causing pain, fear or hurt. Violent behavior also includes verbal abuse and/or acts, words, comments, or conditions that would lead a person to reasonably believe a violent act could occur. Harassment includes words or conduct that is severe or pervasive, and that a reasonable person would find abusive. Offensive behavior includes words or conduct that a reasonable person would find reprehensible, although the conduct is neither severe nor pervasive. Behavior prohibited by this policy also includes requests to engage in illegal, immoral or unethical conduct, or retaliation for making a complaint under this policy. *(All behaviors prohibited by this policy have not been explicitly covered herein. The definitions used are for illustrative purposes and are not meant to be all inclusive.)*

One specific kind of discriminatory and offensive behavior is sexual harassment. Sexual harassment, which can consist of a wide range of unwanted and unwelcome sexually-directed behavior, is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment or of obtaining public services
2. Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment or the delivery of public services
3. Such conduct has the purpose or results of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work or public service environment

Behavior prohibited by this policy can include unwelcome sexual remarks or compliments, sexual jokes, sexual innuendo or propositions, sexually-suggestive facial expressions, kissing, touching, and sexual contact.

Any person who feels he or she is being subjected to discriminatory, violent, or offensive behavior of any kind may feel free to object to the behavior and shall report the behavior to their supervisor or to the Human Resources Director. In the case of violent behavior, the incident needs to be reported immediately after the incident.

Any supervisor who receives a discriminatory, violent or offensive behavior complaint or who has reason to believe that such behavior is occurring shall report these concerns to their Department or Office Director or to the Human Resources Director.

All complaints of discriminatory, violent, or offensive behavior will be investigated promptly, fairly, and completely. The facts shall determine the response to each complaint. Each situation will be handled as discreetly as possible. Resolution of complaints can include, but not necessarily be

limited to, an apology, transfer, direction to stop the offensive behavior, counseling or training, verbal or written warning, suspension with or without pay, or termination. In the event that offensive behavior recurs, it should immediately be reported to the appropriate Department or Office Director or to the Human Resources Director.

Employees should understand that this applies to each and every employee and official of the City of Saint Paul, including the Mayor, City Council members, and members of boards and commissions. The City of Saint Paul will not tolerate retaliation or intimidation directed toward anyone who makes a complaint.

The foregoing is a statement of policy and is not intended by the City of Saint Paul to create a contract. The City of Saint Paul reserves the unilateral right to amend, rescind and otherwise modify the foregoing policy.

Revised: 04/06

City of Saint Paul
Internet Access and E-Mail Policy
Revised Effective May 1, 2002

Internet and E-Mail Policy

The city provides Internet access and electronic mail (e-mail) capabilities to employees at city expense to further city business. Anyone using the city's Internet access and electronic mail must comply with this Internet Access and E-Mail Policy ("Policy").

The purpose of this Policy is to require the proper use, and to prohibit the improper use of these public resources. This Policy is a minimum standard for the use of e-mail and Internet access, and department and office directors have the authority to apply additional or more restrictive standards to govern specific situations affecting their operations. The city does not intend to create contractual rights by this Policy, and reserves the right to unilaterally change it at any time.

Privacy

With regard to the city provided Internet access and e-mail, the city and its officials reserve the right to monitor and/or log all network and Internet activity and e-mail use and content; and to access, review, read, disclose and use all records of use and all content in any way it deems necessary. This monitoring may include, for example, accessing computers, hard drives, disks and adjacent work areas. No person should expect that any message or its contents, or any record of use, whether for city business, personal use or a prohibited use, will be private, even where a personal password is used.

E-Mail Retention

E-mail messages and e-correspondence should be considered a permanent, written record that is available for inspection, reading and copying. Currently, the city can not centrally store and retrieve electronic mail records, therefore, it is the responsibility of each city department and office to save and maintain appropriate documents and correspondence in compliance with their respective records retention guidelines. Employees are expected to manage their e-mail by deleting or filing old messages on a regular basis. An appropriate goal is to keep current messages in GroupWise no longer than 30 days, and use WordPerfect files for saving older messages.

Personal Use of E-Mail and Internet Access

Incidental and occasional personal use of e-mail and Internet access is tolerated subject to the same policies, procedures and legal considerations that apply to business-related e-mail and Internet use. Incidental and occasional personal use must be done on employee time such as during lunch or breaks. Such personal use is permissible so long as the incremental cost is negligible, no city business activity is preempted by the personal use, and no city policies or laws are violated. Excessive personal use and personal use in violation of this Policy, can be grounds for discipline up to and including termination. Personal use of the city's Internet access and e-mail constitutes the user's consent to the city to monitor, read, and use in any way any message, record, or other information created by the personal use.

Applicability to All Users

This Policy applies to all city Internet and e-mail users including, but not limited to, city employees, whether full-time, part-time, temporary, provisional or otherwise designated. It also applies to all contractors, consultants, volunteers, agents or any other persons who have gained or are given access to the city's Internet service and/or e-mail system.

Acceptable Uses of Internet Access and E-Mail

The following are examples of the acceptable use of the Internet and e-mail:

- Communicating and exchanging information directly related to the mission or work tasks of the city department or office;
- Searching the Internet for information relating to current projects or responsibilities required by official job duties;
- Searching for and using information for purposes of job-related training, professional development, or to maintain currency of education;
- Communicating and exchanging information to enhance existing job-related skills and to participate in professional societies, and organizations related to the employee's duties and responsibilities.

Prohibited Uses of Internet Access and E-mail

Prohibited uses include, but are not limited to:

- Using e-mail or the city's Internet connection to send, view, store, or receive sexually explicit material. Receipt of unsolicited sexually explicit material does not violate this Policy if the user immediately deletes the material and does not further circulate the material. When necessary for legitimate city business, a department or office director may, in writing, authorize a user to access sexually explicit material;
 - Using e-mail or the city's Internet connection for commercial purposes, nongovernmental-related fund raising, or for private gain;
 - Soliciting funds (except for activities authorized pursuant to Chapter 41 of the Administrative Code), exchanging political messages, endorsements, opinions or any other similar persuasive activity;
 - Harassing, threatening, defamatory, false, inaccurate, abusive, discriminatory, or offensive messages that violate the city's Workplace Conduct Policy, or state or city Human Rights legislation;
 - Using e-mail or the city's Internet connection for communication that violates the Minnesota Data Practices Act or any city, state or federal law;
 - Defeating or attempting to defeat, through action or inaction, the security system that is set up to protect the city's or other computer systems, unless specifically authorized in writing to do so as part of an employee's official duties;
- X Illegal copying, transferring, and/or downloading of pirated and/or copyrighted software or data;

- Installing and/or using shareware, freeware, public domain software, and software distributed via electronic bulletin boards, the Internet, or other online sources, including radio software available on the city's website, unless authorized in writing to do so by the Information Services Manager, or his or her designee.
- Installing or using file sharing programs, especially those programs which circumvent the city's security systems, (including downloading and use of file sharing networks on the Internet such as Napster, Morpheous, Gnutella, Aimster, etc.);
- Installing or using instant messaging and chat programs provided by Microsoft, AOL and others.
- Installing or using "backdoor" communications to the Internet such as having a phone line connected to a modem residing within a PC or laptop computer that is also connected to the city's network infrastructure.

Shareware Downloading and Use Exception

When shareware, freeware, public domain software, or noncity online source constitutes the only practical source of required software, the software is to be thoroughly examined and tested for viruses and approved by the Information Services Manager, or his or her designee, before being installed on city computers.

Citywide Messages

The number and length of citywide messages sent on the city's network should be kept to a minimum. City directors, or their designee(s), must specifically authorize sending citywide messages through the e-mail system. Many citywide messages, which are used to send the same or similar information to every user, should be posted on the city's Intranet (electronic bulletin board) at <http://theorb.ci.stpaul.mn.us>.

Penalty for Noncompliance

City employees and others who are provided access to the city's Internet connection and e-mail services are responsible for knowing and following this Policy. Any person who violates this Policy for the use of Internet access and e-mail may be removed from Internet access and/or the e-mail system and subject to appropriate disciplinary action up to and including termination. Non-employees, who are allowed access to the city's Internet connection and e-mail service and who violate these standards, may have their contract revoked. All other legal remedies may be pursued.

Responsibility for Compliance

Department and office directors, or their designated representatives, are responsible for enforcing the city's Internet Access and E-Mail Policy. These responsibilities include, but are not limited to:

- Monitoring employee use and reporting suspected noncompliance with the provisions of the city's Policy;
- Revoking service to employees, with or without notice, when deemed necessary for

Internet Access and E-Mail Policy

Effective May 1, 2002

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the operation and/or integrity of the city's communications infrastructure and networks;

- Proceeding with appropriate disciplinary action, up to and including discharge, for instances of noncompliance with this Policy;
- Working with Information Services (IS) staff to select and install appropriate Internet filtering software.

The Information Services Manager, or his or her designated representative, will provide the following services in support of this Policy:

- Maintaining Internet filtering software for all city users;
- Providing assistance to department and office directors to enforce the city's Internet Access and E-Mail Policy;
- Assisting department and office directors, as requested, with electronic tools and training to investigate violations of this Policy.

Effective Date and Consent to Standards

This revised and updated Policy is effective May1, 2002. City employees and others who are provided access to city Internet and e-mail access are responsible for knowing and following this Policy. A policy acknowledgment form must be signed by every user of the city's Internet and e-mail system, and kept on file by each department and office director, or their designee, in accordance with appropriate records retention policies. Compliance with the city's Internet and E-mail Policy should be incorporated as part of the annual employee performance appraisal conducted for all employees by all departments and offices.

Administrative Order: No: D002307

Date: 7/9/03

CITY OF SAINT PAUL CITY-WIDE GAMBLING POLICY

The City of Saint Paul prohibits City Employees from engaging in any and all forms of illegal gambling on City property, on City time or with City equipment except where such action is specifically required as part of the employee job duties. Any lawful gambling on City property may be conducted only with the knowledge and express approval of the department director.

This policy covers all City employees.

Violation of this policy may result in disciplinary action, up to and including discharge.

**SAINT PAUL PARKS AND RECREATION
Policy and Procedures - DIVISION**

Number: DIV.1.1
PLACEMENT: PERSONNEL MANAGEMENT

EFFECTIVE DATE: 10/04
UPDATED: 01/18/09

SUBJECT: ALCOHOL AND DRUG-FREE WORKPLACE POLICY
PLACEMENT: PERSONNEL MANAGEMENT

PURPOSE: To inform Division of Parks and Recreation employees regarding the use or possession of alcohol, drugs and controlled substances during work hours.

SCOPE: All Parks and Recreation staff

POLICY STATEMENT:

1. Drinking of alcoholic beverages (including 3.2 beers), drugs and controlled substances during working hours is not allowed, including during work and lunch breaks.
2. Employees may not possess alcoholic beverages, drugs and controlled substances on their person, in vehicles, at work sites, or in a locker during working hours.
3. No person will report to work after having consumed alcoholic beverages, drugs or controlled substances within four hours or while under the influence of alcohol, drugs or controlled substances. If the person is called to work overtime or is scheduled to work a split-shift, and has been drinking alcohol, using drugs or controlled substances, he or she will indicate they are unable to report for work.
4. Intoxication, use of drugs or controlled substances while on duty is prohibited.

RELATED INFORMATION: City Drug Free Workplace Policy

SECTION MANAGER'S RESPONSIBILITIES	SUPERVISOR'S RESPONSIBILITIES	EMPLOYEE'S RESPONSIBILITIES
Ensure all employees under his/her jurisdiction are aware of this policy and procedures. Ensure that supervisors in his/her section enforce this policy and procedures.	Advise all employees of this policy and procedures. Ensure that employees follow this policy and procedures. Issue warnings or initiate disciplinary action as needed to ensure employee compliance.	Adhere to the policy. Follow the procedures. Ask for additional training if needed.

Owner: Mike Hahm, Director

Next Review Date: 02/2010

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SAINT PAUL PARKS AND RECREATION
Policy and Procedures - DIVISION

NUMBER: DIV. 1.2
PLACEMENT: Personnel Management

Effective Date: 03/2000
Updated: 01/2009

SUBJECT: PERSONAL USE OF CITY-OWNED PROPERTY (VEHICLES, EQUIPMENT AND MATERIALS)

PURPOSE: To communicate expectations regarding the use of City vehicles, equipment and materials.

SCOPE: All Parks and Recreation Employees

POLICY STATEMENT: It is the policy of the Division of Parks and Recreation that City-owned equipment and materials are used for work purposes only to benefit and serve the citizens of Saint Paul. No supervisor has the authority to supersede this policy.

REQUIREMENTS/EXPECTATIONS:

VEHICLES: City-owned vehicles assigned to authorized individuals are to be used only for official business. Exception: Vehicles may be used in an emergency, at the employee's discretion, provided the supervisor is informed within 24 hours of the circumstances. (*See Vehicle Use Policy*)

EQUIPMENT: City-owned equipment, including but not limited to: power tools, lawn mowers, weed whips, and chain saws shall not be used for personal purposes, either on or off the work site. No use of City provided services for personal purposes is allowed, including but not limited to: washing or servicing of non-City vehicles or equipment. Incidental and occasional use of email, computers, phones and duplicating is permitted, but must be done on employee time during lunch or breaks. (*See Purchase and Use of Cellular Phone and Pagers and Use of City-Provided Computers policy and City Internet Policy*)

MATERIALS: City employees are not allowed to dispose of any personal rubbish at any City site. In addition, employees are not allowed to remove any items from City property for personal use or benefit.

CITY-OWNED PROPERTY: Employees are not allowed to remove any items owned by the City, items on City property, or items retrieved from properties the division is contracted to maintain.

Any misuse of City provided equipment, facilities, or services are considered a misuse of City resources, and are grounds for suspension or other disciplinary actions.

UNSAFE VEHICLES OR EQUIPMENT:

Under no circumstances should an employee drive or operate any vehicle or use equipment in an unsafe condition. If an employee believes that a vehicle or piece of equipment assigned to him/her has a safety concern or is in disrepair, it is the employee's responsibility to bring the unit into the Public Works Municipal Garage or the Como Central Service Facility or to call and request an evaluation by Equipment Services staff. Public Works Municipal Garage staff or Parks & Recreation Equipment Services staff will evaluate and determine if the unit is in safe condition and provide an explanation of the decision to all concerned parties as to the reason the equipment can or cannot be used as is.

SAINT PAUL PARKS AND RECREATION
Policy and Procedures - DIVISION

RELATED INFORMATION: Purchase and Use of Cellular Phone and Pagers Policy,
Use of City-Provided Computers policy and the City Internet Policy, Vehicle Use Policy.

SECTION MANAGER'S RESPONSIBILITIES	SUPERVISOR'S RESPONSIBILITIES	EMPLOYEE'S RESPONSIBILITIES
Ensure all employees under his/her jurisdiction are aware of this policy and procedures. Ensure that supervisors in his/her section enforce this policy and procedures.	Advise all employees of this policy and procedures. Ensure that employees follow this policy and procedures. Issue warnings or initiate disciplinary action as needed to ensure employee compliance.	Adhere to the policy. Follow the procedures. Ask for additional training if needed.

Owner: Rich Lallier, Operations Manager

Next Review Date: 02/2010

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SAINT PAUL PARKS AND RECREATION
Policy and Procedures - DIVISION

NUMBER: DIV. 1.3
PLACEMENT: PERSONNEL MANAGEMENT

EFFECTIVE DATE: November 6, 2003
UPDATE DATE: MAY 6, 2008

SUBJECT: TOBACCO POLICY PROHIBITING THE USE OF TOBACCO PRODUCTS IN YOUTH ACTIVITY AREAS.

PURPOSE: To protect the health and welfare of children, Saint Paul Parks and Recreation prohibits the use of all tobacco products in youth activity areas.

SCOPE: All Parks and Recreation Staff and all who utilize youth areas.

Policy Statement: To protect the health and welfare of children, Saint Paul Parks and Recreation prohibits the use of all tobacco products in youth activity areas.

REQUIREMENTS (OR EXPECTATIONS):

The expectation to obtain compliance with this regulation is:

- 1) Required signage will be posted in all youth activity areas. (See signage wording below.)
- 2) All youth activity organizations affiliated with Saint Paul Parks and Recreation will be given educational flyers to pass out to their leaders, coaches and parents.
- 3) Saint Paul Parks and Recreation staff will make periodic observations of youth activities sites to monitor for compliance.
- 4) All efforts will be made to enlist the support of community groups to assist in obtaining adherence to the policy; however, the emphasis is on voluntary compliance.
- 5) All Parks and Recreation staff will refrain from the use of all tobacco products in youth activity areas.

REQUIRED ITEMS AND/OR RELATED INFORMATION:

Letter from Mayor Kelly and PROPOSED ON-SITE SIGNAGE, wording as follows:

SAINT PAUL PARKS AND RECREATION
651-266-6400
PARK REGULATION

In order to protect the health and welfare of our children, Saint Paul Parks and Recreation requests that there be no use of tobacco products in this youth activity area. This includes all playing spaces, spectator viewing areas and parent/supervisor resting areas.

Thank You for Your Cooperation.

SECTION MANAGER=S RESPONSIBILITIES	SUPERVISOR=S RESPONSIBILITIES	EMPLOYEE=S RESPONSIBILITIES
Ensure all employees under his/her jurisdiction are aware of this policy and procedures.	Advise all employees of this policy and procedures.	Adhere to the policy.

SAINT PAUL PARKS AND RECREATION
Policy and Procedures - DIVISION

Ensure that supervisors in his/her section enforce this policy and procedures.	Ensure that employees follow this policy and procedures. Issue warnings or initiate disciplinary action as needed to ensure employee compliance.	Follow the procedures. Ask for additional training if needed.
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Owner:

Bob Bierscheid, CPRP Director, Saint Paul Parks
and Recreation

Next Review Date: 05/08

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SAINT PAUL PARKS AND RECREATION
Policy and Procedures - DIVISION

NUMBER: DIV. 1.4

PLACEMENT: PERSONNEL MANAGEMENT

Effective Date: 02/00

Updated: 01/09

SUBJECT: USE OF CITY- PROVIDED COMPUTERS (INCLUDING E-MAIL, GAMES AND INTERNET ACCESS)

PURPOSE: To communicate expectations regarding the use of City computers and e-mail.

SCOPE: This policy applies to all City Internet and e-mail users including, but not limited to, City employees, whether full-time, part-time, temporary, provisional or otherwise designated. It also applies to all contractors, consultants, volunteers, agents or any other persons who have gained or are given access to the City's Internet service and/or e-mail system.

POLICY STATEMENT: Users of City provided computers will use all equipment properly prohibit the improper use of these public resources. Incidental and occasional use of e-mail, computers, internet, phones and duplicating is permitted, but must be done on employee time during lunch or breaks. Excessive use is not tolerated.

GAMES: Playing computer games on City provided computers for personal purposes is not allowed.
EXPECTATIONS/REQUIREMENTS:

E-MAIL: The City provides e-mail capabilities to employees at City expense to use in conducting City business. All e-mail must comply with City standards for professional conduct and language, and mutual respect. Incidental and occasional personal use of e-mail is permitted, but such messages are subject to the same policies, procedures and legal considerations that apply to business-related electronic mail. The City reserves the right to access and disclose all messages sent over its e-mail system. The security of e-mail messages cannot be guaranteed. E-mail messages could be subject to review by persons both internal and external to the City. Use of e-mail to send confidential or sensitive messages should be carefully considered and is strongly discouraged by the City. E-mail is not to be used for expressing opinions or editorializing on Division or City policies or procedures. Broadcasting messages to every e-mail box in the City (all City e-mails) requires prior authorization by the sender's department director.

GAMES: Playing computer games on City provided computers for personal purposes is not allowed.

INTERNET ACCESS: The City provides Internet access capabilities to employees at city expense to further City business. Anyone using the City's Internet access must comply with the Internet Access policy. The purpose of this policy is to require the proper use, and to prohibit the improper use of these public resources. This policy is a minimum standard for the use of Internet access, and department and office directors have the authority to apply additional or more restrictive standards to govern specific situations affecting their operations. The City does not intend to create contractual rights by this policy, and reserves the right to unilaterally change it at any time.

CONSEQUENCES OF NOT COMPLYING WITH THE POLICY: Any misuse of City computers will be considered a misuse of City resources, and grounds for suspension or other disciplinary actions.

**SAINT PAUL PARKS AND RECREATION
Policy and Procedures - DIVISION**

REQUIRED ITEMS AND/OR RELATED INFORMATION:

SECTION MANAGER'S RESPONSIBILITIES	SUPERVISOR'S RESPONSIBILITIES	EMPLOYEE'S RESPONSIBILITIES
Ensure all employees under his/her jurisdiction are aware of this policy and procedures. ensure that supervisors in his/her section enforce this policy and procedures.	Advise all employees of this policy and procedures. Ensure that employees follow this policy and procedures. Issue warnings or initiate disciplinary action as needed to ensure employee compliance.	Adhere to the policy. Follow the procedures. Ask for additional training if needed.

Owner: Mike Hahm, Director of Parks and Recreation

Next Review Date: 02/10

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SAINT PAUL PARKS AND RECREATION
Policy and Procedures - All Parks and Recreation Facilities

NUMBER: DIV.1.9

PLACEMENT: PERSONNEL MANAGEMENT

EFFECTIVE DATE: 01/01/04

Updated: 1/09

SUBJECT: WORKPLACE VIOLENCE POLICY

PURPOSE: To establish a zero tolerance policy against acts or threats of violence, harassment, coercion or intimidation of any kind.

SCOPE: All Parks and Recreation employees

POLICY STATEMENT: Acts or threats of violence that create a hostile, abusive or intimidating work environment for one or more employees or adversely affect a City Parks and Recreation employee's functions are strictly prohibited.

1. This policy applies to **all employees** and all other individuals on City property and to those conducting City functions while off City property.
2. Examples of Workplace Violence include but are not limited to the following:
 - Threatening remarks to or about an individual or the individual's family or property.
 - Intentional destruction or threat of destruction of City property, another person/employee's property or a contractor's property.
 - Fighting, hitting, shoving or throwing any object at an individual or committing any other harmful or offensive physical contact.
 - Any form of communication that is harassing or threatening.
 - Bullying behavior such as: name calling, intentionally leaving co-workers out of conversations, withholding information, or otherwise making a co-worker feel uncomfortable or afraid.
 - Harassing surveillance or stalking.
 - Comments' suggesting that violence is appropriate.
 - Unauthorized possession or use of firearms or weapons of any kind on Parks and Recreation property.
3. This general prohibition is neither intended to prevent a supervisor from implementing a performance improvement plan for an employee nor from advising an employee of imminent termination of employment. Employees should not interpret a supervisor's negative comments about a job performance as harassing or threatening.
4. Employees are strongly encouraged to immediately report any incident or threats of violence to a supervisor, manager or the Human Resource Department. Reported incidents will be thoroughly investigated. If a violation of this policy is determined to have occurred, disciplinary action up to and including discharge may result.

SAINT PAUL PARKS AND RECREATION
Policy and Procedures - All Parks and Recreation Facilities

REQUIRED ITEMS AND/OR RELATED INFORMATION:

Sign off sheet required.

Section Manager's Responsibilities	Supervisor's Responsibilities	Employee's Responsibilities
Ensure all employees under his/her jurisdiction are aware of this policy and procedures.	To monitor reported offensive behaviors and report promptly as appropriate.	Adhere to the policy. Follow the procedures.
Ensure that supervisors in his/her section enforce this policy and procedures.	Ensure that employees follow this policy and procedures. Issue warnings or initiate disciplinary action as needed to ensure employee compliance.	Promptly report alleged incidents. Ask for additional training/counseling if needed.

Owner: Rich Lallier, Operations Manager

Next Review Date: 02/10

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**SAINT PAUL PARKS AND RECREATION
Policy and Procedures - Division**

Number: DIV1.10

Placement: Personnel Management

SUBJECT: Interaction with Juvenile Participants

Effective Date: 04/01/2006

Updated: 05/2008

PURPOSE: To advise employees of the standard for appropriate conduct when interacting with juvenile participants (age 17 or younger) during work hours, after work hours, outside the workplace, or during personal time.

SCOPE: ALL Parks and Recreation Employees

POLICY STATEMENT: Parks and Recreation employees are expected to conduct themselves professionally at all times during their interactions with all participants. Social relationships with juvenile participants outside the workplace, or outside the context and scope of our services are inappropriate.

PROCEDURES (AND/OR REQUIREMENTS, EXPECTATIONS):

Under **NO** circumstances should employees engage in the following activities with juvenile participants:

- Inappropriate affectionate contact including, but not limited to: any type of sexual contact, kissing, dating, holding hands, and/or allowing children to sit on the employee's lap;
- Providing any mood altering substances to any participant, including but not limited to: alcoholic beverages, illegal drugs, and/or prescription drugs;
- Allowing a juvenile participant to visit the employee's residence at any time;
- Initiating social or personal contact with a juvenile participant by phone, e-mail, text messaging, etc., for any purpose unrelated to City business;
- Providing a juvenile participant with the employee's personal contact information, including but not limited to: the employee's home phone number, the employee's cell phone number, personal e-mail address, and/or home address;
- Giving, offering, providing, or promising a juvenile participant, money, food, gifts, or anything of value, unless related to City programs or services or in an emergency.

Employees who engage in any of the behaviors outlined in this policy will be subject to immediate discipline, up to and including discharge, and may also be subject to criminal penalties.

Employees who are aware that another employee is engaged in any of the behaviors outlined in this policy are required to report the behavior to their immediate supervisor without delay. Failure to do so will result in discipline for all employees aware of the situation, up to and including discharge.

It is understood that occasionally an employee's relationship with a program participant pre-dates the employee's hire. Circumstances such as these should be reported to a supervisor immediately and will be managed on a case by case basis.

**SAINT PAUL PARKS AND RECREATION
Policy and Procedures - Division**

REQUIRED ITEMS AND/OR RELATED INFORMATION: Civil Service Rules allow the City as an employer, to establish policies related to employment. When appropriate, the City may hold employees to the established standards even when they are not on the job. Inappropriate contact by an employee with juvenile participants during work hours, after work hours, outside of the workplace, or on personal time, puts the employee at risk and also exposes the City to related risks.

SECTION MANAGER'S RESPONSIBILITIES	SUPERVISOR'S RESPONSIBILITIES	EMPLOYEE'S RESPONSIBILITIES
<p>Ensure all employees under his/her jurisdiction are aware of this policy and procedures.</p> <p>Ensure that supervisors in his/her section enforce this policy and procedures.</p>	<p>Advise all employees of this policy and related procedures.</p> <p>Ensure that employees follow this policy and related procedures. Review policy with all new employees upon hiring and current employees at an annual training session.</p> <p>Issue warnings or initiate disciplinary action as needed to ensure employee compliance.</p>	<p>Adhere to the policy.</p> <p>Follow the procedures.</p> <p>Ask questions or for additional training if needed.</p>

Owner: Kathy Korum
Manager, Recreation Services

Next Review Date: 02/09

**SAINT PAUL PARKS AND RECREATION
Policy and Procedures - DIVISION**

Number: DIV. 1.17

Effective Date: 05/07

PLACEMENT: PERSONNEL MANAGEMENT

Last Updated: 01/09

SUBJECT: DIVISION DRESS CODE POLICY

PURPOSE: To communicate the importance of professionalism and appearance while at work. This policy considers safety, comfort and identification imperative while employees carry out their duties while working for the Division of Parks and Recreation.

SCOPE: All Parks and Recreation employees including, part-time, seasonal and temporary employees.

POLICY STATEMENT:

All employees of the Division of Parks and Recreation are to wear clothing that is neat, clean and in good repair are expected to dress in a manner that is professional and appropriate for the job. Employees will adhere to the division's dress code policy and expectations as it pertains to their work section/unit.

In addition:

- Clothing should not have rips, tears or holes in them.
- No bare midriffs.
- All employees must wear appropriate undergarments while on duty.
- No short shorts, low-riding pants, and/or underwear on display.
- Tattoos with offensive words or graphics must be covered.
- Clothing and jewelry cannot have any reference to alcohol, sex, drugs, tobacco, gangs or violence.
- Clothing or jewelry with racist, sexist, offensive wording or graphics is prohibited.
- Some form of footwear must be worn at all times (exception: swimming) and should be appropriate for the activity. (See Section policies for more detail on footwear.)

EXPECTATIONS (BY SECTION)

ADMINISTRATION AND DESIGN

No other dress codes apply.

COMO CAMPUS

See also:

R:\A-ADMINISTRATION\POLICY\Division-wide Policies\Personnel Management\OP. 5 Operations Dress Code Policy.doc
The above policy covers employees who carry out their duties at recreation centers in City parks, P.E.D. properties, Como Zoo and Conservatory Campus, golf courses, Midways Stadium, and related City properties and buildings.

**SAINT PAUL PARKS AND RECREATION
Policy and Procedures - DIVISION**

OPERATIONS

See also:

R:\A-ADMINISTRATION\POLICY\Division-wide Policies\Personnel Management\OP. 5 Operations Dress Code Policy.doc

The above policy covers employees who carry out their duties at recreation centers in City parks, P.E.D. properties, Como Zoo and Conservatory Campus, golf courses, Midways Stadium, and related City properties and buildings.

RECREATION SERVICES

See also: See also: R:\A-ADMINISTRATION\POLICY\Section Policies\Recreation Services\1.0 General Work Rules\REC.1.1 Employee Dress Code - Uniforms and Nametags.doc

SPECIAL SERVICES

See also

R:\A-ADMINISTRATION\POLICY\Section Policies\Special Services\SP 1.1 Dress Code Policy.doc

R:\A-ADMINISTRATION\POLICY\Division-wide Policies\Personnel Management\OP. 5 Operations Dress Code Policy.doc

The above policy covers employees who carry out their duties at recreation centers in City parks, P.E.D. properties, Como Zoo and Conservatory Campus, golf courses, Midways Stadium, and related City properties and buildings.

REQUIRED ITEMS AND/OR RELATED INFORMATION:

Employees can direct all questions pertaining to the dress code (both division code and section code) to their immediate supervisor.

SECTION MANAGER'S RESPONSIBILITIES	SUPERVISOR'S RESPONSIBILITIES	EMPLOYEE'S RESPONSIBILITIES
Ensure all employees under his/her jurisdiction are aware of this policy and procedures.	Advise all employees of this policy and procedures.	Adhere to the policy.
Ensure that supervisors in his/her section enforce this policy and procedures.	Ensure that employees follow this policy and procedures.	Follow the procedures.
	Issue warnings or initiate disciplinary action as needed to ensure employee compliance.	Ask for additional training if needed.

Owner: Rich Lallier, Operations Manager

Next Review Date: 02/10

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SAINT PAUL PARKS AND RECREATION
Policy and Procedures - DIVISION

Number: DIV.4.2.2
Placement: Physical Resource Management

Effective Date: 05/05/01
Updated: 01/09

SUBJECT: VEHICLE ACCIDENT POLICY

PURPOSE: It shall be the policy of the Division of Parks and Recreation that when a vehicle owned by the City of Saint Paul is involved in an accident, the driver must complete the Minnesota Motor Vehicle Accident Report (VAR). For the purposes of this policy, a vehicle includes: all trucks, vans, passenger carriers, plows, sweepers, riding mowers, all powered industrial vehicles, tractors, heavy equipment, and Cushman-type vehicles.

EXPECTATIONS/REQUIREMENTS:

REPORTING: A Minnesota Motor Vehicle Accident Report form must be completed for **every** accident involving property damage, vehicle damage, or personal injury, and these accidents must be immediately reported to the Police and the employee's supervisor. All damage that does not involve the public, such as dents or scrapes to City vehicles, damage to City property, or damage to other City vehicles, must be immediately reported to your supervisor, but the police do not need to be notified.

DRIVER RESPONSIBILITIES: When an accident involving property damage, vehicle damage, or personal injury occurs, the driver will:

- ◆ Complete the Minnesota Motor Vehicle Accident Report form and forward it to his/her supervisor within 24 hours.
- ◆ Notify the Police anytime the public is involved and report the accident to their supervisor. If they cannot contact their immediate supervisor they may report the accident to any supervisor or the Equipment Services supervisor or manager.
- ◆ All damage that does not involve the public, such as dents or scrapes to City vehicles, damage to City property, or damage to other City vehicles, must be reported to your supervisor, any supervisor or the Equipment Services supervisor or manager. This also includes "Damage Found."

SUPERVISOR RESPONSIBILITIES: The immediate supervisor will:

- ◆ Review the employee Minnesota Motor Vehicle Accident Report form for completeness and accuracy.
- ◆ Complete the Supervisor Vehicle Accident Investigation Report and submit it and the Minnesota Motor Vehicle Accident Report (driver's report) to the Division Manager designee within 48 hours of the incident. The Supervisor report shall include; pictures of the vehicle/equipment/property damage. Regarding any involvement of public property and/or vehicle damage, documentation must be provided by the supervisor. This shall include photos and diagrams (rough sketch) of the scene to help identify the overall context of the crash/accident, e.g. road conditions, intersection site, traffic signs or lights, etc.

**SAINT PAUL PARKS AND RECREATION
Policy and Procedures - DIVISION**

SUPERVISOR RESPONSIBILITIES: (continued) The immediate supervisor will:

- ◆ Take disciplinary action when any employee willfully fails to report an accident, including issuing any written reprimand that is to become part of the employee's file.
- ◆ Follow the guidelines of the Accident Review Board Policy.
- ◆ Set up Post Accident testing for employees that carry a CDL. (See CMV Post Accident Flow-Chart. (G:\DivA-OPERATIONS\Commercial Motor Vehicle Post accident Flow Chart\10-3-2007 doc)

DIVISION MANAGER/DEPARTMENT DIRECTOR RESPONSIBILITIES: The Division Manager, or designee (John Hall), will:

- ◆ Review all accident reports to ensure they are complete and accurate.
- ◆ Forward a copy of the accident report to the City's Fleet Manager when appropriate.
- ◆ Forward a copy of the accident report to the City Claims Manager when a claim is anticipated against the City.
- ◆ Forward a summary of vehicle accidents to the Risk Management Division by January 31st. of each year. This summary will include the name of the department, accident date, type of City vehicle, name of the driver, brief description of the accident and the total accident cost for each accident.

ACCIDENT REVIEW BOARD: (See: G:\DivA-SPECIAL SERVICES\safety\Accid Rev Board\ARB Guidelines doc)

All departments have access to The Accident Review Board, which will:

- ◆ Meet periodically to review recent accidents and determine what action should be taken to prevent future accidents. The Safety Office shall provide the Board with copies of the accident reports, not including any names, for the Board to discuss.
- ◆ Schedule all meetings.
- ◆ Review ALL accidents.
- ◆ Make recommendations for preventing reoccurrence of similar accidents and MAY make recommendations to the employee's supervisor as to the appropriate action to be taken with regard to the discipline of the employee(s) involved. For EACH Accident Review Board decision, a letter will be sent to the employee's supervisor, the Operations Manager, and the head of Equipment Services, with a copy to the employee.

CONSEQUENCES OF NOT COMPLYING WITH THE POLICY: Compliance with the established policies and procedures is a Condition of Employment. Any employee willfully failing to report an accident will be subject to suspension (first and second failures) or disciplinary action to be decided by a management committee (third failure).

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Policy and Procedures - DIVISION**

REQUIRED ITEMS AND/OR RELATED INFORMATION:

Packets including this policy and a copy of the Minnesota Motor Vehicle Accident Report form are available by request to each department for placement in the glove compartment of City-owned vehicles. To receive packets, call Parks Vehicle and Equipment Services at 651-632-2403.

SECTION MANAGER'S RESPONSIBILITIES	SUPERVISOR'S RESPONSIBILITIES	EMPLOYEE'S RESPONSIBILITIES
Ensure all employees under his/her jurisdiction are aware of this policy and procedures.	Advise all employees of this policy and procedures.	Adhere to the policy.
Ensure that supervisors in his/her section enforce this policy and procedures.	Ensure that employees follow this policy and procedures.	Follow the procedures.
	Issue warnings or initiate disciplinary action as needed to ensure employee compliance.	Ask for additional training if needed.

Owner: John Hall,
Equipment Services Manager

Next Review Date: 01/10

**SAINT PAUL PARKS AND RECREATION
Policy and Procedures - DIVISION**

NUMBER: DIV.4.2.5

Effective Date: 04/98

PLACEMENT: Physical Resource
Management

Updated: 01/09

SUBJECT: VEHICLE and EQUIPMENT USE BY NON-CITY STAFF & VOLUNTEERS

PURPOSE: To outline the expectations for general use of City owned Parks & Recreation vehicles and equipment by NON-CITY STAFF.

SCOPE: All Parks and Recreation staff, volunteers and non-city employees who may operate a City owned vehicle or unit of equipment.

POLICY STATEMENT: Only by authorization of the Director of Parks and Recreation will non-city staff be allowed to operate City-owned vehicles or equipment. It shall be the policy of the Division of Parks and Recreation that Division volunteers and approved Division Support Group volunteers may use City owned Cushman-type utility vehicles, golf carts and tractors for official business on Park's property. City and privately owned vehicles being operated for City business shall be operated in accordance with all City policy and all safety and legal requirements of the City of Saint Paul, State of Minnesota, and any other jurisdiction in which these vehicles and equipment are operated. Exceptions to this policy must be approved in writing and in advance by the Director of Parks and Recreation.

PROCEDURES:

All persons allowed to operate City owned vehicles/equipment will be required to receive orientation and training as to how to operate the equipment if they have not previously acquired such knowledge.

NO SMOKING IN CITY-OWNED VEHICLES: No smoking shall be allowed in City-owned vehicles or equipment at any time. (SEE CITY SMOKING POLICY - 9/10/92)

MAINTENANCE AND CLEANLINESS: Volunteer vehicle operators using City-owned vehicles shall be responsible for reporting any vehicle or equipment malfunctions to their supervisor. Volunteers are also responsible for maintaining the appearance and cleanliness of the exterior and interior of their assigned City vehicle and/or equipment at the end of the work shift as outlined in the VEHICLE USE POLICY (4.2.1.)

DAMAGE AND ACCIDENT REPORTING: The volunteer vehicle operator shall be responsible for reporting any damage and/or any accident with their assigned City-owned vehicle involving the vehicle or equipment to their supervisor as outlined in the VEHICLE ACCIDENT POLICY (4.2.2.)

USE OF PERSONAL AUTOMOBILES: Division volunteers who use their personal automobiles as part of their duties can be covered by the City's automobile liability coverage, as outlined in the VOLUNTEER LIABILITY POLICY (3.3.1.)

VOLUNTEER VEHICLE OPERATOR RESPONSIBILITY: Each volunteer vehicle operator using a City-owned or personal vehicle is responsible for compliance with rules and regulations as set by the aforementioned policies, including the following:

G:\Div\A-OPERATIONS\Horticulture\YJC\VISTA-H\Parks VISTA\Volunteers\Volunteer Program\Policy\City Policies that Apply to Volunteers\DIV. 4.2.5 - Vehicle Use By Volunteers.doc

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VOLUNTEER VEHICLE OPERATOR RESPONSIBILITY (continued):

- Maintaining a **proper driver's license** and **complying with all Federal, State, and local laws** relating to the operation of motor vehicles
- **Wearing a seatbelt and requiring all passengers to wear a seatbelt** when operating the vehicle, as required by law and City policy
- Complying with **City insurance requirements** for using privately owned vehicles in the conduct of City business, if the volunteer wants the City's self-insurance coverage.
- Complying with Department rules and regulations related to the **care and maintenance of City-owned vehicles.**
- **Reporting vehicle accidents** to local law enforcement (as required by law), and City officials as required by the Vehicle Accident policy.

SUPPORT GROUP RESPONSIBILITIES - The approved Division Support Group will:

- Advise all Support Group staff and volunteers of this policy.
- Ensure that Support Group employees and volunteers follow this policy.
- Issue warnings or initiate disciplinary action as needed to ensure compliance of Support Group staff and volunteers.

REQUIRED ITEMS AND/OR RELATED INFORMATION:

City of Saint Paul Smoking Policy (9/10/92)

Volunteer Liability Policy (3.3.1)

Volunteer Liability Coverage Application form

Uniform Certificate of Insurance form (Automobile coverage form for volunteers)

Vehicle Accident Policy (4.2.2)

Vehicle Use Policy (4.2.1)

SECTION MANAGER'S RESPONSIBILITIES	SUPERVISOR'S RESPONSIBILITIES	VOLUNTEER/EMPLOYEE'S RESPONSIBILITIES
Ensure all volunteer/employees under his/her jurisdiction are aware of this policy and procedures.	Advise all volunteer/employees of this policy and procedures.	Adhere to the policy.
Ensure that supervisors in his/her section enforce this policy and procedures.	Ensure that volunteer/employees follow this policy and procedures.	Follow the procedures.
	Issue warnings or initiate disciplinary action as needed to ensure volunteer/employee compliance.	Ask for additional training if needed.

Owner: John Hall, Equipment Service Manager

Next Review Date: 01/10

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SAINT PAUL PARKS AND RECREATION
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NUMBER : DIV. 6.1.6 Reporting Work Related
Injuries
PLACEMENT: Risk Management

EFFECTIVE DATE: 11/15/04
UPDATED: 01/09

SUBJECT: Reporting Work Related Injuries

PURPOSE: To inform staff the proper procedures on reporting work place injuries as per standards set forth by Worker's Compensation benefits which are established by the State of Minnesota's Department of Labor and Industry.

SECTION A

- Worker's Compensation (may) pay for the following:
- Medical care needed to treat the injury, as long as it is reasonable and necessary.
- Wage-loss benefits for part of income loss.
- Benefits for permanent damage to a body function.
- Benefits to your dependents in the event of a death due to a work-related injury.
- Vocational rehabilitation services if you cannot return to your job or to the employer you had before your injury.

SECTION B

- You Are Required to Receive Services from CorVel Managed Care (WCMCP) Network Provider Except in the Following Circumstance:
- In an emergency.
- If you have ANY documented history of treatment (before the injury) with a health care provider who maintains your medical records. You must, within 10 calendar days of reporting the injury to your employer provide CorVel with copies of medical records or a letter from the health care provider documenting the dates of the previous treatment. However, if you change doctors, it must be to a doctor within the managed care plan.
- If your place of employment and residence is located more than 30-miles from a CorVel WCMCP network provider, if you live or work within the seven-county metropolitan area, or more than 50-miles if you live or work outside the metro area.
- If you are referred by CorVel WCMCP to a non-network provider.
- If you had injury prior to the effective date of the managed care plan, you may continue to receive treatment from your non-network provider until you change doctors.

All Workers' Compensation Information Can Be Located at:
G:\Div\A-SPECIAL SERVICES\Safety\Worker Comp Info

SECTION C

Requirements for Report of Work Ability Slips and Doctor's Written Restrictions:

- All slips must be legible.
- The accident/incident dates must coincide with the actual/initial date of injury.
- Restrictions written on a prescription form WILL NOT BE ACCEPTED and you will be required to supply a Work Ability Slip; identifying all restrictions and all other pertinent information.
- All slips are to be presented to your Supervisor.
- You are required to keep your Supervisor apprised of any restriction changes, changes in medication, etc.
- If you are/have been working under medical restrictions and your condition improves; you must

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provide a Work Ability Slip signed by your physician stating that you may return to full duty work.

SECTION D

Limited/Light-duty Tasks:

- Not all medical claims are the same and will be evaluated on a case by case basis.
- Parks & Recreation (at a minimum) Light Duty Tasks: Assisting with paper work, driving, working with Park Security, assisting in areas outside your normal job duties, PLCL (Practical Loss Control Leadership), etc.
- Every effort will be made to offer work to an injured employee.

SECTION E

Employee's Responsibility:

- **STEPS FOR EMPLOYEE TO TAKE**
- Report ALL INJURIES Immediately. No matter how minor the injury may be.
- Report the accident/incident WITH-IN 24- HOURS OF THE ACCIDENT/INCIDENT.
- Complete the "Employee's Safety Report."
- Fill in all areas on the report.
- If you need help filling out the report, ask your supervisor for assistance.

SECTION F

Supervisor's Responsibility:

STEPS FOR SUPERVISOR TO TAKE

- Advise the injured employee where they can seek medical attention.
- Supply the injured employee with the "managed care identification card & brochure."
- Complete the "First Report of Injury Report" and provide the Worker's Compensation fact sheet to the injured employee.
- Investigate the accident/injury.
- Complete the Supervisor's Safety Report.
- Remind the employee to report back on the status of the injury.
- Offer limited/light-duty IF POSSIBLE.
- Inform the injured employee that they must report in on the status on a weekly basis.
- Offer various resources if the employee has questions.

SECTION G

Worker's Compensation Fraud:

Any person who, with intent to defraud, receives Worker's Compensation benefits to which the person is not entitled knowingly misrepresenting, misstating, or failing to disclose any material fact is guilty of theft and shall be sentenced pursuant to section 609.52, subdivision 3.

SECTION H

Helpful Hints for Injured Workers:

- Save copies of all claim-related documents, letters, forms, benefit checks and medical bills, especially the First Report of Injury form.
- Save notes of phone conversations.
- Make note of the claim number which is assigned to your injury.
- Put your name, social security number, date of injury and the City of St Paul on all papers and forms you send to the Worker's Compensation Division.
- Tell your supervisor about your recovery and plans to return to work.

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- Contact the Division Safety Office if you have questions: or
- Call The Minnesota Department of Labor & Industry, Worker's Compensation Customer Assistance if you have any questions at 651-284-5032 or 1-800-342-5354.

SECTION I

Failure to Follow the Guidelines:

Failure to follow established guidelines may be considered a "performance issue" and will be dealt with accordingly.

SECTION J

Important Phone Numbers and Addresses:

24 Hour Information Line: **612-436-2500 or 877-703-4241**

Case Manager:

Cindy Ballard Office: 612-436-2400 Fax: 612-436-2499
3001 N.E. Broadway St. Suite 610A
Minneapolis, Mn. 55413-2658

Case Management Address:

MedCheck-CorVel
3001 N.E. Broadway St. Suite 610A
Minneapolis, Mn. 55413-2658

Medical Bill Address: (Send All Medical Bills From a Physician or Hospital to This Address:)

MedCheck-CorVel
3001 N.E. Broadway St. Suite 610A
Minneapolis, Mn. 55413-2658

Mileage and Co-Pay Reimbursements:

City of Saint Paul
Worker's Compensation
25 West 4th Street
300 City Hall Annex
Saint Paul, MN 55102

SECTION K

Reporting fatalities/catastrophes:

Employers must report work-related incidents that result in the death of an employee or the in-patient hospitalization of three or more employees to Minnesota OSHA. Reports must be made within 8-hours to 1-877-470-6742 or any Minnesota office. After normal business hours and on weekends and holidays, reports must be made within 8-hours to the federal OSHA toll-free hotline (1-800-321-OSHA)

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Questions Regarding Worker's Compensation: Contact Risk Management at 651-266-6500 or

Ron Guilfoile	Day 651-266-8888	Evening/weekend 651-303-1188
Sandra Bodensteiner	Day 651-266-8887	Evening/weekend 651-226-5394
Gary Korum	Day 651-266-6408	Evening/weekend 651-248-0784
Michael Hahm	Day 651-266-6409	Nextel 651-248-0629

REQUIRED ITEMS AND/OR RELATED INFORMATION:
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Section Manager's Responsibilities	Supervisor's Responsibilities	Employee's Responsibilities
<p>Ensure all employees under his/her jurisdiction are aware of this policy and procedures.</p> <p>Ensure that supervisors in his/her section enforce this policy and procedures.</p>	<p>Train all employees in the proper reporting procedures and document the training.</p> <p>Complete the Supervisor's Safety Report and the First Report of Injury.</p> <p>Investigate all accidents/incidents.</p> <p>Accommodate restrictions. Offer limited/light-duty tasks to injured employees. (When possible)</p> <p>Follow-up on the employee's progress.</p>	<p>Adhere to the policy.</p> <p>Report all injuries in a timely fashion. 24-hour reporting period.</p> <p>Complete the Employee's Safety Report and turn it in promptly to their Supervisor.</p> <p>Supply necessary Report of Work Ability Dr.'s slips to their Supervisor.</p> <p>Insure that all Report of Work Ability Dr.'s slips are legible and accurate.</p> <p>Ask for additional training if needed.</p>

Owner: Darlene McMinn Safety Coordinator
651-778-9808

Next Review Date: 1/2010

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SAINT PAUL PARKS AND RECREATION
Policy and Procedures - All Parks and Recreation Facilities

NUMBER : DIV. 6.1.9
PLACEMENT: Risk Management

EFFECTIVE DATE: 12/16/2003
UPDATED: 1/14/09

SUBJECT: SEVERE WEATHER POLICY

PURPOSE: To establish guidelines and procedures for how to handle extreme cold and heat/humid conditions in order to protect participants, spectators and staff.

SCOPE: The Division of Parks and Recreation retains the right to cancel or curtail activities due extreme weather conditions.

EXTREME COLD WEATHER PROCEDURES:

The following are procedures for extreme cold weather conditions.

All programs, special events, etc. can be canceled and facilities closed under the following conditions. Procedures under Section A apply to ALL COLD WEATHER CONDITIONS.

SECTION A

Cold Weather-Reported Forecast Temperature of 25 degrees below zero (without a wind) OR any combination of wind and temperature that is 25 degrees below zero or colder.

This information can be obtained from the local weather channel.

1. All outside activities for Parks and Recreation will be canceled or postponed.
2. All buildings will remain open and staffed to answer the phone and to advise the public of closure and of the potential danger.
3. The facilities that are open will change the voice mail recording to assist with providing information to incoming callers who cannot immediately reach a staff person.

SECTION B

Icy or sleet weather conditions where activities/functions will be canceled or postponed.

1. When the Weather Bureau has issued travel warnings.
2. When visibility for road travel is severely limited.
3. Monitor WCCO radio for cancellations /announcements from Mayor's Office or Parks and Recreation Supervision.

SECTION C

Blizzard or other snow fall conditions that would significantly limit staff or participants ability to travel to the activity site, activities/special functions will be canceled or postponed.

1. When the Weather Bureau has issued travel warnings.
2. When visibility for road travel is severely limited.
3. Monitor WCCO radio for cancellations /announcements from the Mayor's Office or Parks and Recreation.

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SECTION D

Notification of participants and the public.

1. Post message on facility phone voice mail.
2. Call participants in chronological order if they have a scheduled function.
3. Request an announcement by WCCO AM radio.
4. Post the closing notice on the front door window of each facility.

SECTION E

Decision to close can be made by:

1. Mayor or Designee
2. Director of Parks and Recreation
3. Section Manager

SECTION F

Staff should refer to the City's Adverse Weather Policy. This may be accessed at:

1. The City of St. Paul's web page:
2. If computer access is not available to you, contact the facility manager for a copy.

SECTION G

Share weather information, closings, etc. with other Parks and Recreation facilities.

EXTREME HEAT AND HUMID WEATHER CONDITIONS PROCEDURES:

The following are procedures for extreme heat and humid weather conditions.

The following are procedures for extreme and humid weather closings/accommodations.

All programs, special events, etc. can be canceled, facilities can be closed or work can be accommodated under the following conditions.

The Division of Parks and Recreation may require that activities be curtailed or canceled when the heat and humidity are such that participants in vigorous activity for prolonged periods could be dangerous.

The Heat Index is an important consideration when assessing risk in hot and humid conditions. It is the temperature the body feels and is a measure of how humidity acts in conjunction with high temperatures to reduce the body's ability to cool itself. In computing the Heat Index, the chart assumes the person in the shade, at sea level and with a wind speed of 6mph. Exposure to direct sunlight can increase the Heat Index from 5-15 degrees.

When weather conditions present a threat to the safety of participants and spectators, the host school superintendent or his/her designee has the authority to postpone or suspend the contest.

While lightning on the horizon should warn of potential danger, lightning associated with thunder or thunder alone means that there is immediate danger to athletes, officials, and spectators. The adage "If You Can Hear It, Clear It." should be used to make decisions to postpone or cancel the activity. Lightning can strike 10 miles ahead of or behind the storm front and thunderhead clouds. For some Special Functions a Real Time Weather Tracking program is being used.

The heat stress graph is designed to give a competition safety estimate in hot, humid conditions. It is most relevant for long distance running and prolonged high intensity events like soccer, football, and tennis. It should be applied to practices and games.

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Using a weather radio or local radio station, collect the air temperature and relative humidity data every hour during the event and plot it on the relative humidity Vs air temperature graph. In the late spring and summer months on bright sunny days a correction factor of up to 5 degrees Fahrenheit should be added to the air temperature from 10 AM to 5 PM. This should be plotted as a bar rather than a single point to give and estimate of maximum and minimum heat stress.

The decision to cancel or postpone an event should be made when the heat stress moves into the danger range. Although competition can be continued in the other ranges for increased heat stress risk, coaches and athletes should be aware that hypothermia and exertional heat stroke could occur in the lower risk ranges. Track and cross country runners should stay out of the heat between events and stay well hydrated. A rest break should be provided in activities that require continuous activity like soccer and tennis.

REQUIRED ITEMS AND/OR RELATED INFORMATION:

<http://www.weather.gov/om/windchill/>

<http://www.nws.noaa.gov/om/heat/index.shtml>

Section Manager's Responsibilities	Supervisor's Responsibilities	Employee's Responsibilities
Insure all employees under his/her jurisdiction are aware of this policy and procedures.	Advise the public to facility closings due to cold weather conditions.	Adhere to the policy.
Insure that supervisors in his/her section enforce this policy and procedures.	Insure that employees follow this policy and procedures.	Follow the procedures.
	Issue warnings or initiate disciplinary action as needed to ensure employee compliance.	Ask for additional training if needed.

Owner: Darlene McMinn, Safety Coordinator

Next Review Date: 1/2010

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**SAINT PAUL PARKS AND RECREATION
Policy and Procedures - DIVISION**

NUMBER: DIV. 6.1.11

PLACEMENT: Risk Management

EFFECTIVE DATE: March 2007

Updated: 1/14/09

SUBJECT: Open Space Emergency Response

PURPOSE: To inform all Parks and Recreation employees of the procedures for response to various emergency situations as it relates to the public/participants using the Parks and Recreation Open Spaces therefore increasing the safety of our park users.

SCOPE: All employees working in Parks' open spaces.

POLICY STATEMENTS:

1. To define Parks Open Space Area for all Parks and Recreation employees. This area includes all land owned by The Division of Parks and Recreation, including buildings, the areas that are maintained by Parks and Recreation and all activities/special events that are managed by Parks and Recreation Staff.
2. Maintain a reasonable and prudent response to emergencies at all Parks and Recreation facilities.
3. Train employees on how to minimize the overall liability to the City, the Division, various facilities and staff members.

At a minimum, the areas of response will include: Severe weather, medical emergencies and all other emergencies involving the public.

SEVERE WEATHER: When possible, employees will inform participants of impending severe weather conditions. It is beyond the scope of Parks and Recreation capabilities to safeguard all visitors/participants and all facilities at all times. When possible, a P.A. system will be used to warn the public of impending severe weather conditions and the public will be notified that they may want to seek shelter. **THE PERSONAL SAFETY AND WELL BEING OF THE VISITORS/PARTICIPANTS IS THEIR RESPONSIBILITY. PARKS' OPEN SPACES ARE USED AT THEIR OWN RISK.**

MEDICAL EMERGENCIES: In all medical emergency situations, employees will respond with "reasonable and prudent" assistance, to the level of their training. In all, except very minor injuries, the employee will provide immediate stabilization, secure the scene and provide support while obtaining aid from emergency personnel.

OTHER EMERGENCIES: Call 911. Examples: abducted children, robbery, crimes in progress, terroristic threats/actions, etc. Employees are advised to Call 911, do not "engage" in the situation(s). Minimize your personal risk.

**SAINT PAUL PARKS AND RECREATION
Policy and Procedures - DIVISION**

NOTE: This policy is applicable for all Parks and Recreation Facilities except Como Campus Zoo and Conservatory. Due to their specialized operational needs they have a separate policy.

REQUIRED ITEMS AND/OR RELATED INFORMATION:

Management's Responsibilities	Parks & Recreation Responsibilities
To insure that employees are trained on The Open Space Emergency Response Policy. Review the policy as needed.	To inform visitors of impending severe weather conditions whenever possible by use of a public announcement system if available. To inform visitors/participants that they are using the open space areas at their own risk.

Owner: Darlene McMin, Safety Coordinator

Next Review Date: 1/2010